

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : ORR/ Chief, Geographic Research

DATE: 4 February 58

FROM : ORR/Ch/G/Information Control

SUBJECT: Staff report for January 1958

The domestic registry desk of the Information Control Staff received and made automatic distribution on (11,727) items. It processed and transmitted items listed in (1,473) requests levied on D/GL, along with handling the usual number of miscellaneous functions connected with this desk. The foreign desk of this unit received and processed in, (117) Geographic Attache letters, (53) miscellaneous letters and material from (253) packages in connection with the Map Exchange Program. (5,374) items of exchange material was processed and distributed to US agencies and (277) parcels were sent to foreign agencies or post in support of this program.

There was a 25% increase in the number of reproduction requests processed for D/GL during the month. The number of map titles received through D/GC efforts, was 15% above the past 6 month average. While these percentages are for January only, there is a general trend toward increased production.

The intelligence document flow got off to a slow start but did pick up and by the end of the month, was considerably above normal. There is some backlog in this department, but as the work load levels off and all hands stay aboard; there is every reason to believe that this backlog will be whittled down and overcome in reasonable time.

There were 42 hours annual and 64 hours sick leave taken by members of this staff during the month. An additional 40 hours leave was taken by the Ch/G courier which necessitated a replacement from this staff. The 146 man hours TOT worked during the month was a contributing factor to the existing backlog.

This staff took on the following responsibilities as directed in Chief, D/GL Procedural Changes, dated 8 January 58.

" Effective immediately, primary distribution of paper prints of all standard and page size NIS base maps to the contributors of the NIS program will be accomplished by D/GL. The Cartography Division will continue, as in the past, to distribute the plastic separation plates."